Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates and all others who enter the correctional facility, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

Major incident response is outlined within the Detailed Jail Response Plan. Linked here Jail Response Plan

400.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will ensure an adequate response is provided in emergency situations requiring additional assistance, to include outside agencies, and will provide members with the information they need to deal with these emergencies in an efficient and organized manner. It is imperative that the security of the Thurston County Corrections Facility (TCCF), Correctional Options, the Satellite Holding facility, members, inmates, and the community, be maintained during such emergencies which may include natural disasters, fire, riots, and attempted or actual escapes.

400.3 PROCEDURE

The Chief Deputy of Corrections or designee should develop, publish and review emergency response plans that address the following:

(a) Escapes

(b) Disturbances/Riots

(c) Taking of hostages

(d) Natural disasters

(e) Periodic testing of emergency equipment

(f) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility; the identification of alternative facilities outside the boundaries of the disaster or threat and

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the potential capacity of those facilities; inmate transportation options; and contact information for allied agencies.

The emergency response plans are available to the staff, volunteers and contractors working in the facility as needed.

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400.5 RESPONSE TO DISTURBANCES

The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Shift Supervisor or the Chief Deputy of Corrections of the incident. The Shift Supervisor or Chief Deputy of Corrections may direct additional staff as needed to resolve the disturbance.

400.5.1 NOTIFICATIONS

The Shift Supervisor should notify the Chief Deputy of Corrections of the disturbance as soon as practicable. Based on the seriousness of the event, the Chief Deputy of Corrections may notify the Sheriff.

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400.5.2 REPORTING

The Shift Supervisor or Chief Deputy of Corrections should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

400.6 RIOTS

Riots occur when an unruly inmate or inmates forcibly and/or violently take control or attempt to take control of any area within the confines of the correctional facility.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

400.6.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the correctional facility, he/she will be reclassified and moved to appropriate housing.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

400.6.2 REPORTING

The Chief Deputy of Corrections or Shift Supervisor shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency.

400.6.3 DEBRIEFING

All responding staff, including medical responders, should be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff should examine the incident from the perspective of what worked, what actions were less than optimal and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The

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debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.

400.7 HOSTAGES

The Office does not recognize the taking of hostages as a reason to relinquish control of the correctional facility environment.Hostage-taker demands for the staff to open doors will not be met.

It is the policy of the Thurston County Sheriff's Office to use all available resources necessary to bring about a successful end to a hostage situation.

400.7.1 RESPONSE TO HOSTAGE INCIDENT

Central Control should immediately be notified at the earliest sign of a hostage incident. Central Control shall notify the Shift Supervisor who will then notify the Chief Deputy of Corrections. The Chief Deputy of Corrections will notify the Sheriff as soon as practicable.

The Shift Supervisor or Chief Deputy of Corrections shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the inmate shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

400.7.2 REPORTING AND DEBRIEFING

Following the conclusion of a hostage incident, the Chief Deputy of Corrections should direct that an incident report be completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

400.8 ESCAPES

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Central Control. Central Control should notify the Shift Supervisor who will then notify the Chief Deputy of Corrections. As soon as practicable, the Chief Deputy of Corrections should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Shift Supervisor should make all appropriate notifications.

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400.9 CIVIL DISTURBANCES OUTSIDE OF THE JAIL

Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Shift Supervisor should notify the Chief Deputy of Corrections. The Chief Deputy of Corrections should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to correctional facility operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Shift Supervisor should develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the correctional facility can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties.

400.10 REVIEW OF EMERGENCY PROCEDURES

The Chief Deputy of Corrections should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Chief Deputy of Corrections or the authorized designee. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- Assignment of persons to specific tasks in emergency situations.
- Instructions in the use of the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the facility.
- Information on the location and use of emergency equipment in the facility.
- Specification of evacuation routes and procedures.

400.11 TRAINING

The staff should review this policy annually. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility.

The facility emergency plan and all training shall be documented by the Training Coordinator and retained in accordance with established records retention schedules.

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